

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **WORK SERVICE AIDE**

##### **DEFINITION:**

Under immediate supervision, to perform a variety of entry-level, unskilled tasks in various City Departments; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Washes trucks and cars;
- Paints playground equipment;
- Stuffs envelopes for mass mailing;
- Runs errands and picks up supplies;
- Sorts and discards obsolete material;
- Cleans areas of debris and litter;
- Sets up chairs, tables and equipment;
- Sweeps and mops floors.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

No specific education or experience is required.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.